



## Administrative Office of Courts

ACDD, MIS, Juvenile, & Traffic Divisions

# TECHNOLOGY UPDATE

## Welcome

Season's Greetings!

We share several special announcements in this issue, a reminder for the Mid-Winter Conference, and the 2007 Training Schedule. We also provide some tips and tricks for your Microsoft Office programs.

If you have any special announcement, questions, or comments, please email us at [newsletter@alacourt.gov](mailto:newsletter@alacourt.gov).

## Home for the Holidays

My name is Kelley Montgomery and I work for Libby Hamner in Tuscaloosa County as a Court Specialist III. I have been with the State of Alabama for 14 years. I just returned from Iraq after 7 months of service.



I was stationed at AL ASAD AIR BASE, IRAQ. I am a Legalman Second Class Petty Officer in the United States Navy Reserve. As a Legalman, we are attached to JAG units as their paralegals and assistants. The unit I was deployed with is out of Fort McCoy, Wisconsin. The unit is called NAVAL MOBILE CONSTRUCTION BATTALION TWO FIVE and I was the legal advisor to the Skipper and the chain of command.

This picture was taken after I was awarded my SEABEE COMBAT WARFARE PIN for combat specialist. The gentleman standing beside me was my XO aka Executive Officer.

We would like to thank Kelley for her service to our State and nation.

## Special Announcements

Etowah County bids Farewell and Happy Retirement!

Denson Adkins, Official Court Reporter of the Sixteenth Judicial Circuit, Etowah County is retiring January 15, 2007. Denson came to work for Judge Edward Scruggs in Marshall County on August 1, 1962. Circuit Judge James B. Waid offered Denson a court reporting position in Etowah County in September of 1966. After Judge Waid's retirement, he continued court reporting with Circuit Judge William W. Cardwell beginning in May of 1981. Judge Cardwell retired in March of this year and Denson has worked with Circuit Judge Will Clay. He states he has the longest service as a court reporter in this state.

Teresa Clifton, Judicial Assistant to Circuit Judge Will Clay in Etowah County, is retiring effective January 1, 2007. Teresa was the first secretary hired by Circuit Judges' Cunningham, Smith, Murphy, and Waid in 1976 and has worked for numerous Circuit Judges since then. Teresa states, "It has been my pleasure to work in the court system this long. I feel very fortunate to have been given this opportunity time and time again."

The Staff at the Pickens County Courthouse would like to wish a Happy Birthday to Bobby Cowart, Circuit Clerk and congratulate Becky Jones, Court Specialist, on her retirement after 30+ years of service to the State.

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## Newsletter Spotlight

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Special Announcements  
Press Conference  
Mid-Winter Conference  
Training  
Microsoft Office Tips and Tricks

## January Birthdays

Sam Wingard 1/18

Jeannine Stringer 1/22

Patricia Johnson 1/29



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Chief Justice-elect Sue Bell Cobb, along with Governor Bob Riley, Attorney General Troy King and other State officials, had a joint press conference where the Pew Charitable Trust announced Alabama as one of eight states to receive support for the effective use of alternative sentencing. Prison overpopulation problems continue to exist, but Alabama has recently received national attention for its reform efforts. This is attributable to all the hard work of our judges and court personnel.

**CIRCUIT AND DISTRICT JUDGES MID-WINTER CONFERENCE  
JANUARY 17-19, 2007  
Opelika, AL  
The Auburn Opelika Marriott Hotel and Conference Center  
at Grand National**

**If you have not already registered, please take this opportunity to register today at <http://conferences.alacourt.gov>**

**You can now log on to <http://training.alacourt.gov> and register for the January New Judge and Circuit Clerk Training Sessions!**

**January 4, 2007 (Judges)**  
Montgomery County  
AOC Law Library

**January 11, 2007 (Circuit Clerks)**  
Montgomery County  
AOC Law Library

**January 9, 2007 (Circuit Clerks)**  
Jefferson County  
Annex I IT Training Room

**January 12, 2007 (Judges)**  
Conecuh County  
Reid Technical College Building 100 Room 106

**January 10, 2007 (Judges)**  
Tuscaloosa  
Shelton State Development

**We are still booking training sessions; however, these are the dates we have through August 2007. More information will follow soon.**

**February 7 and 14, 2007**  
**Montgomery County (Montgomery, AL)**  
AOC Law Library Computer Lab

**May 24, 2007**  
**Houston County (Dothan, AL)**  
Wallace Community College Computer Lab

**March 8, 2007**  
**Cullman County (Hanceville, AL)**  
Wallace State Computer Lab

**June 13, 2007**  
**Shelby County (Hoover, AL)**  
Hoover Municipal Court Room

**March 14, 2007**  
**Mobile County (Mobile, AL)**  
University of South Alabama Computer Lab

**June 21, 2007**  
**Baldwin County (Bay Minette, AL)**  
Falkner State Community College Computer Lab

**April 4, 2007**  
**Tuscaloosa County (Tuscaloosa, AL)**  
Bryant Conference Center

**July 31, 2007**  
**Jefferson County (Birmingham, AL)**  
Bessemer State Technical College Computer Lab

**April 25, 2007**  
**Pike County (Troy, AL)**  
Troy Pike Center for Technology

**August 2, 2007**  
**Lauderdale County (Florence, AL)**  
University of North Alabama Computer Lab

**May 8, 2007**  
**Calhoun County (Anniston, AL)**  
Calhoun County BOE Computer Lab



# TECHNOLOGY UPDATE

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### Microsoft Office Tips and Tricks

[www.pcmag.com](http://www.pcmag.com) by Laura Delaney

#### Zoom In and Out

You can use the scroll button on your mouse to zoom in and out of documents quickly. Just hold down the Ctrl key and roll the scroll wheel forward to get a closer view of the document, or roll it back to shrink it.

#### Fast Formatting

One of our favorite hidden gems is the Format Painter. This Paintbrush icon should appear by default on the standard toolbar. To add it to the toolbar, go to *Tools | Commands*, navigate to *Format*, and drag the Paintbrush icon to a toolbar.

When you click on this icon, Format Painter copies the text formatting of the area where the cursor is located. If you select an entire paragraph or cell and then click on the icon, Format Painter will also copy the paragraph or cell formatting. You can then "paint" the copied formatting into other parts of the document by simply highlighting text.

By double-clicking on the Format Painter icon, you can apply the copied formatting repeatedly until you press Esc.

#### More File Options

If you hold down the Shift key while selecting the File menu in Word (or in Outlook when composing a message), the menu options change. You get handy options to Save All and Close All open files. In Excel, you get a Close All—but not a Save All—option.

#### Line Breaks without Bullets

When you're creating a bulleted or numbered list in Word or PowerPoint, you might want an item to appear on the list without a bullet. You can start a new line without a bullet by pressing Shift-Enter. The next time you press the Enter key, the new line will continue the bulleted or numbered list. Another useful trick: In Excel, you can press Alt-Enter to start a new line within a cell.

#### Use AutoCorrect to Add Symbols

The AutoCorrect feature in Office can automatically place symbols in your documents. Here are some of our favorites.

(c) will do this: ©

(r) will do this: ®

(tm) will do this: ™

--> will do this: →

<-- will do this: ←

#### General Office Keyboard Shortcuts

**Ctrl-C:** Copy selection.

**Ctrl-X:** Cut selection.

**Ctrl-V:** Paste copied selection.

**Ctrl-Shift->:** Increase font size.

**Ctrl-Shift-<:** Decrease font size.

**Alt-F11:** Open Visual Basic for Applications.

**Alt-Shift-F10:** Display Smart Tag options.

More Tips and Tricks to come!!!

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